



Town of Weare

15 Flanders Memorial Road • Weare, New Hampshire 03281
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Park & Recreation Commission

Pamela Moul, Chairwoman
David Lundeen, Vice Chair
Lisa Grolljahn, Director
Salim Blume, Ex-Officio
Denise Purington, Member

Immediate Opening

Per Diem – Minute Taker

The Weare Park & Recreation Commission is seeking applications for a Minute Taker for their monthly meetings. The position involves taking meeting minutes either remotely or in person. Meetings are held on the 2nd Tuesday of each month, in the evening, at the Town Office Building. The minutes are required to provide a formal account of who was at the meeting, what was discussed, what actions were agreed upon, and who would carry out these actions. The rate of pay is a monthly stipend of \$60.00 and there are no benefits. Anticipated start date will be March 2024.

A detailed task description and qualifications can be further requested by emailing PaRC at parc@wearenh.gov. To apply, email, hand deliver in person or mail all letters of intent, resumes and/or applications to: Weare PaRC, Attn: Minute Taker Position, 15 Flanders Memorial Road, Weare, NH 03281. This position will remain open until filled.

Posted: February 7, 2024